

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00723013

DATE POSTED: 03/09/22

POSITION NO: 245116

CLOSING DATE: 03/22/2022 by 5pm

POSITION TITLE: TRIBAL COURT ADVOCATE

DEPARTMENT NAME / WORKSITE: OFFICE OF NAVAJO PUBLIC DEFENDER - Tuba City, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☐ GRADE/STEP: BQ64A

WORK HOURS: 8:00 AM-5:00 AM PART TIME: ☐ NO. OF HRS./WK.: \$ 45,226.08 PER ANNUM

SENSITIVE ☐ SEASONAL: ☐ DURATION : \$ 21.66 PER HOUR

NON-SENSITIVE ☒ TEMPORARY: ☒ NTE Six (6) months

DUTIES AND RESPONSIBILITIES:

Independently prepares and is responsible for criminal and civil (juvenile) cases, including appellate cases; interviews witnesses, clients, experts and others; investigates all aspects of criminal and delinquency cases, negotiates settlements with opposing parties; prepares legal memoranda, briefs, motions and other required documents for court presentation; appears in court. Performs legal research; able to present legal arguments in a cogent fashion (orally and in writing). Must have ability to conduct a trial, possess good working knowledge of the rules of evidence and have substantive knowledge and experience in the law. Prepare legal documents, briefs, motions and other forms required by the court. Must possess knowledge of and experience in preparing appellate cases and negotiation of settlements. Responsible for legal work performed in the defense of criminal actions and representation of clients. Must have the ability to analyze, apprise and organize facts, evidence and precedents; prepare and present such material in clear and logical form, both oral and written, in court. May assist with preparation of required reports when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and one (1) year of relevant trial or office legal work involving the development and/or presentation of court cases in a tribal court setting; or an equivalent combination of education and experience.

Special Requirements:

- Must be a member of the Navajo Nation Bar Association and possess ability to conform with professional and ethical standards.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Comprehensive knowledge in all areas of common, tribal and federal laws, in court rules and procedures including Rules of Evidence; in methods and techniques in presenting cases in court, of legal research, use of law books and good writing skills. Must communicate effectively in the English languages. Ability to communicate effectively orally or in writing.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.